

Public Records Committee Meeting Minutes
July 23, 2018 – 8:15 a.m.

The meeting was called to order at 8:15 a.m. by County Board Chair, Russell Kottke in Room 1A – First Floor of the Administration Building.

Members present: County Board Chair Russell Kottke; County Administrator Jim Mielke; Human Services and Health Director Becky Bell; Sheriff Dale Schmidt; Corporation Counsel Kim Nass; and County Clerk Karen Gibson.

There were no Non-Committee County Board members in attendance.

Motion by Nass, second by Mielke to approve the minutes from June 5, 2018 as written. Motion carried.

Discussion regarding current Record Retention Schedule. Sheriff Schmidt would like some additions to the Record Retention Schedule regarding audio and video recordings. Sheriff will work with Corporation Counsel regarding changes.

Nass informed the committee that the State Public Records Board should be notified when paper records are being converted to electronic records before the paper records are destroyed. There are two forms to use to notify the Public Records Board. 1. PRB-001 or 2. PRB-004. It was the consensus of the committee that a policy should be enacted to notify the State Public Records Board of paper records that are being converted to electronic records effective January 1, 2019.

Motion by Mielke, second by Schmidt to approve and forward to the County Board for their consideration at its August 21, 2018 meeting an Ordinance amending Chapter 1 of the Dodge County Code of Ordinances. Motion carried. It was suggested a memo from Corporation Counsel Nass be included with the resolution.

The next Public Records Committee meeting will be held on Monday, October 22, 2018 at 8:15 a.m. in meeting room 1A, first floor of the Dodge County Administration Building.

With no further business on the agenda, Chair Kottke declared the meeting adjourned at 8:40 a.m.

Karen J. Gibson, Secretary

Sheriff

Records Series Title	Retention period	Authority	WHS Notification	Notes
Portable Audio Video Recorders	120 days			Min for all recordings
PAVR Criminal Case	180 days post conviction w/o appeal			
PAVR Forfeiture Case	60 days post conviction			
PAVR Criminal/Forfeiture Open Case	Statute of Limitations	SS 939.74		

Data will be retained for a period of no less than 120 days for all records. Criminal cases should be maintained at least 180 days post conviction with no appeal pending. Forfeiture case shall be retained no less than 60 days post conviction. Any other cases deemed necessary to be held longer at the direction of the Sheriff or designee may be retained longer and/or may be archived to another media source for retention.



Human Services and Health Department Policies and Procedures

POLICY TITLE		POLICY NUMBER
Record Retention for Adult Protective Service Files		The policy number will be added when approved.
APPROVED BY	APPROVAL DATE	EFFECTIVE DATE
Director will sign when completed.	Director will date when approved.	Director will set effective date when approved.
DIVISION	PROGRAM	
Community Support Services Division	Adult Protective Services	
POLICY STATEMENT AND PURPOSE		
<p>The Department needs to have a policy, consistent with the statutes and regulations, for the retention and disposition of records in the Adult Protective Services/Community Long-Term Support Unit. The Department does not have an electronic system for retaining these files.</p>		
PROCEDURE(S)		
<p>Adult records that have been closed for twenty years will be shredded. This includes files of deceased clients.</p> <p>Adult records classified as "Information Only" will be destroyed after the subject of the record reaches the age of 110.</p> <p>Support staff will carry out the file retention and disposition process as time allows. If any files destined for disposition contain an original birth certificate, the support staff will mail the birth certificate to the client when the case is closed. If the client is deceased, staff will shred the birth certificate.</p> <p>If the Post Office returns the birth certificate to the Department for any reason, the supervisor of the Adult Protective Services and Community Long Term Support Unit shall make a decision, based on the availability of current address information, on whether to make any further attempts to return the birth certificate to the former client.</p> <p>The support staff will mark closed files with purge dates and store files in the designated file room. As purge dates are reached, support staff will destroy files.</p> <p>Specific questions regarding whether or not a record should be destroyed will be addressed to the appropriate unit supervisor for guidance.</p>		

Public Records Board Policy – Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20

It is not uncommon for records to transition from one format to another (for example, paper records which are scanned or otherwise entered in to an electronic system). When this transition occurs the conditions under Wis. Stat. §§ 16.61(7) and 137.20 must be followed. By statute the Public Records Board (Board) should be notified before the transition occurs. The following policy provides two options for Wisconsin Government units to notify the Board. This policy applies to all Wisconsin Government units at the State, County, and Municipal levels.

Option A – New, Amended, and Renewal RDAs

Transition language will be added to the description of each Records Disposition Authorization (RDA) where it is appropriate to the records described. The language should be presented to the Board on either the PRB-001 or PRB-003 forms for their approval. Original input documents cannot be disposed of until the RDA has been approved by the Board. An example of appropriate language and content is:

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed [confidentially].

Option B – Existing RDAs and General Records Schedule Records without existing transition language.

Complete the PRB-004, Electronic Records Statement of Intent, form and submit it to the Executive Secretary of the Public Records Board. The requestor will need to provide the required information for each record series where the official record falls under the conditions listed under Wis. Stat. §§ 16.61(7) or 137.20, including records governed by a General Records Schedule. Original input documents cannot be disposed of without authorization from the Executive Secretary of the Board and, if applicable, the State Archivist when records with a disposition of “Transfer to State Archives” are included.

RDA # (State Agencies) or Ordinance or Resolution # (Counties & Municipalities)	Records Description	Disposition of Original Record

